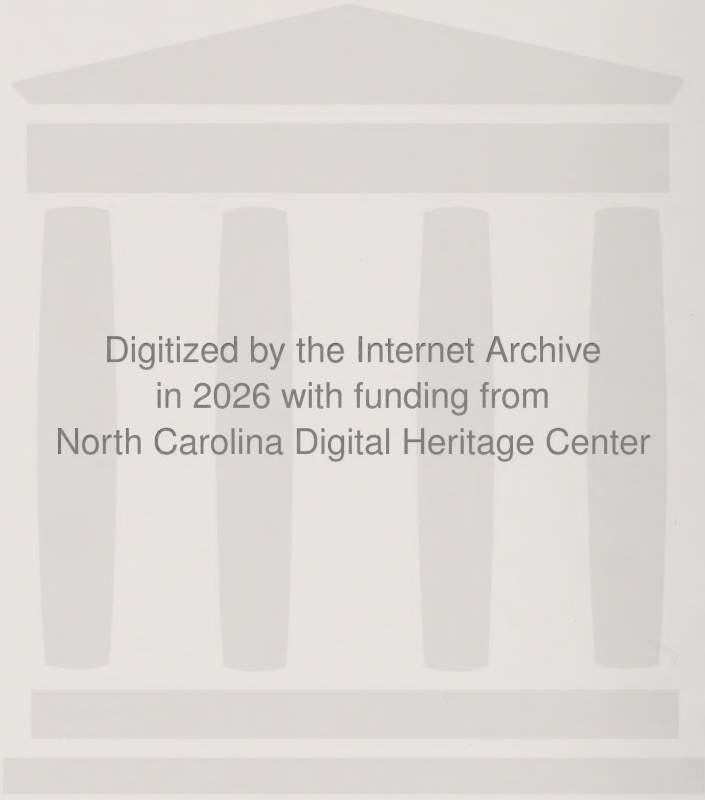
McColl School of Business

Queens College of Charlotte

2000–2001 CATALOG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Queens College adheres to the principle that all shall have equal opportunity and access to its educational facilities, activities and employment. Queens College does not discriminate on the basis of race, sex, creed, age, ethnic or national origin, or handicap in the administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and other college administered programs.

The course offerings and requirements of the McColl School of Business are under continual examination and revision. This catalog is not a contract. It merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will not change.

The Evening MBA Academic Calendar 2000–2001

Fall Term 2000

Tuesday 9/5	MBA Evening Classes Begin
Monday 9/11	Deadline for Intent to Graduate Forms for May 2000 Graduation
Tuesday 9/12	Final Fall Registration Ends
Tuesday 9/19	Deadline for "Drop" from Class
10/6/99 – 10/8	The Blumenthal Conference
Tuesday 10/24	Last Day to Withdraw
11/20 – 11/25	Thanksgiving Break
Monday 12/11	Classes End
12/12 – 12/18	Exams

Spring Term 2001

Wednesday 1/10	Deadline for Intent to Graduate Forms for August 2000 Graduation
Tuesday 1/16	Classes Begin
Tuesday 1/23	Final Spring Registration Ends
Tuesday 1/30	Deadline for "Drop" from Class
Monday 3/5	Last Day to Withdraw
3/19 – 3/23	Spring Break
Monday 4/23	Classes End
4/24 – 4/30	Exams
Friday 5/4	Baccalaureate – 4 p.m.
Saturday 5/5	Graduation Ceremony – 10 a.m.

Summer Term 2001 – May 14 - August 11

The Executive MBA Academic Calendar 2000–2001

Fall Term 2000

Friday 8/18	Classes Begin, Segment Two end
Saturday 8/19	Classes Begin, Segment Six
Friday 12/8	Term Ends, Segment Two and Three
Friday 12/15	Closing Exercises, End of Program, Segment Six

Spring Term 2001

Fri/Saturday 1/12-13	Classes Begin, Segment One
Friday 1/19	Classes Begin, Segment Three and Four
Friday 5/11	Term Ends, Segment Three and Four
Friday 5/12	Term Ends, Segment One

Summer Term 2001 – May 14 - August 11

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INTRODUCTION TO QUEENS COLLEGE

Queens College is a diversified, co-educational, private, student-centered liberal arts college affiliated with the Presbyterian Church. There are three units of the College which serve the diverse needs of a variety of students. The College of Arts and Sciences offers traditional liberal arts majors, a unique interdisciplinary core program, an international experience, and career preparation through a required internship for a residential student body which is largely drawn from the eastern seaboard. The Hayworth College offers undergraduate and graduate courses of study to a primarily adult student body drawn from the Charlotte area. The McColl School of Business offers business programs in both undergraduate colleges as well as graduate business programs (MBA and EMBA). In all of its educational programs, Queens emphasizes active learning, close student-teacher relationships, and connection between the work of the classroom and the world of work, using the greater Charlotte area for experiential learning.

The McColl School of Business and Hayworth College operate under a trimester system, the College of Arts and Sciences operates on a semester system. This *Catalog* describes the programs of the McColl School of Business. Separate catalogs describe College of Arts and Sciences and the Hayworth College programs.

ACCREDITATION

Queens College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: telephone number 404-679-4501) to award the following degrees:

- Bachelor of Arts
- Bachelor of Music
- Bachelor of Science
- Bachelor of Science in Nursing
- Master of Arts
- Master of Arts in Teaching
- Master of Business Administration
- Master of Education
- Master of Science in Nursing

The National Association of Schools of Music and the National Association of Music Therapy have accredited the college's programs in music. The National Council for Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction have fully accredited the education program. The nursing program is accredited by the National League for Nursing and is approved by the North Carolina State Board of Nursing. Queens is also approved for veteran' education.

The business programs in the McColl School of Business are nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Diana Fountain

QUEENS COLLEGE MISSION STATEMENT

Queens College, private and Presbyterian, educates students for noble lives, productive careers, and responsible citizenship, all within a changing global community. Queens seeks national preeminence as a student-centered college that enhances the traditional liberal arts with career preparation to provide an education that is both intellectually challenging and practical.

To fulfill its mission, Queens provides its students with opportunities to develop:

- a personal philosophy of life reflecting high ethical standards and spiritual values, commitment to service, and a recognition of the intrinsic worth of all individuals.
- an ability to think clearly and independently, to make critical judgements in a variety of changing contexts, and to communicate effectively in writing and speaking.
- a basic knowledge of the academic disciplines and their interrelationships, and a special competence in one or more areas of study in preparation for professional activity or graduate study.
- appropriate knowledge and abilities to work creatively with others, to adapt to change, and to be responsible citizens and leaders in their communities.
- an understanding and appreciation of culture, including an informed respect for the differences among cultures, and an understanding of the global nature of our society.

HISTORY OF QUEENS COLLEGE

Queens was founded in 1857 as the Charlotte Female Institute, then located on College Street near the center of the city. For five years after 1891, it was called the Seminary for Girls; after affiliating with the Presbyterian Synod of North Carolina in 1896, it became known as the Presbyterian College for Women. In 1912, anticipating the move to its present campus in the Myers Park residential area in 1914, it became Queens College.

That name revived pre-Revolutionary traditions, for in 1771 a group of North Carolina colonists sought a royal charter for a Queens College, to be located in the town of Charlotte, which was named for the British Queen, Charlotte of Mecklenburg. George III refused the petition, doubting the wisdom of creating an institution to perpetuate non-conformist views favored by the Scotch-Irish Presbyterians who had settled in Piedmont Carolina. A school was chartered in 1773, however, under the unusual name of Queens Museum. During the Revolution, it sympathized with the colonial cause and became known as the Liberty Hall Academy.

The academy's post-Revolutionary history is sketchy, but in 1821 the Male and Female Academy Corporation was chartered to operate the Liberty Male Academy, the predecessor of Davidson College, and the Charlotte Female Academy, the predecessor of the Charlotte Female Institute.

In 1930, Queens became related to the Presbyterian Synod of South Carolina through a merger with Chicora College in Columbia, S.C. (formerly in Greenville). With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas. Subsequent restructuring of the Presbyterian Church has given Queens ties to both the South Atlantic and the Mid-Atlantic synods.

In the aftermath of World War II, Queens admitted its first male students in a non-residential status. A coeducational Evening College, the forerunner of the New College and present Hayworth College, was created in 1948.

Queens first masters degree program, the Master of Business Administration, began in 1980. The Master of Education program began in 1983 and was replaced by the Master of Arts in Teaching program in 1992. The Master of Science in Nursing program was added in 1998 and the Master of Arts in Organizational Communication program was added in 1999.

In 1979, the traditional undergraduate liberal arts college at Queens was named the College of Arts and Sciences. Also, in 1979 New College was inaugurated as a co-educational undergraduate evening program designed for working adults. In 1987, the College of Arts and Sciences became fully co-educational and, in 1989, adopted the innovative Foundations of Liberal Learning program which is now known as the Core Program in Liberal Arts. The International Experience Program, now known as the John Belk International Program, was established in 1989. The Hugh L. McColl Jr. School of Business was established in 1983 to unify and strengthen the college's programs in accounting and business administration. In 1985, the New College was renamed the Pauline Lewis Hayworth College.

McCOLL SCHOOL OF BUSINESS

The McCOll School of Business educates persons of extraordinary energy and ability who, because of their intellect and character will attain positions of leadership and high responsibility in the world of commerce and practical affairs. The MBA and EMBA programs of the McColl School help these individuals prepare to deal effectively with their future success by sharpening their judgment and heightening their awareness of management realities.

The McColl School of Business creates a stimulating learning climate through talented program participants and well-qualified, skilled faculty. The school enthusiastically encourages course development and other scholarly activities among the faculty.
The school seeks to foster a collaborative atmosphere among students, faculty, staff and the business community.

THE CAMPUS

Queens College is located on a wooded campus in the Myers Park area of Charlotte. Its Georgian buildings, many of them constructed in 1914 when the college was moved to this site, have been extensively remodeled. The architectural motif of red brick with white trim has been incorporated in the more modern buildings.

Principal buildings include the following:
Burwell Hall (1914), the focal point of the campus, faces Selwyn Avenue. In addition to the admissions and administrative offices, the building houses the McInnes Parlors which provide a spacious reception area for guests and social events. Robert Burwell served as president of the Charlotte Female Institute from 1857 to 1872, and his wife, Margaret Anna Burwell, was a teacher and principal.
Belk Chapel (1950), was a gift to Queens by the families and associates of William Henry Belk and Dr. John M. Belk, in their honor. Greek revival in architecture, it is equipped with a 39-rank organ and seats 750. It is used for chapel and for other religious services and meetings. The Belk families have been loyal and generous supporters of the college.

Trexler Student Center (1993), honors long-time Queens trustee Charles B. Trexler and his children. Designed to be the "living room" of the college, the Trexler Center is located at the

geographic center of the campus. It offers a living room, snack bar, game room, meeting room and a private dining facility — the Claudia Belk Dining Room. A stairway connects the Trexler Center with the post office and bookstore in the basement of Morrison Hall.

Morrison Hall (1927), includes the Frances Thompson Young Dining hall, which was completely renovated in 1999, a kitchen, the College post office, the College bookstore, ceramics and sculpture studios, and auxiliary rooms. The building is named for its donor, Mrs. Cameron Morrison, wife of a distinguished North Carolina governor.

E.H. Little Fine Arts Center (1966), contains the Charles A. Dana Auditorium, which seats 1,000 for concerts, recitals, plays and lectures. The center also contains the Suzanne Trezevant Little Recital Hall, an exhibition gallery, studios, practice rooms, classrooms for music and drama and music offices that include a library of music, miniature scores and recordings. Major donors of this facility were prominent philanthropists E.H. Little and Charles A. Dana.

Jernigan Building (1914), houses classrooms, the Business Office, the Registrar's Office, the Financial Aid Office, the student bank and the Office of Student Development. Dr. Charlton Coney Jernigan was president of Queens from 1951-53.

John H Sykes Learning Center (2000), is named in honor of Mr. John H. Sykes, a member of the Board of Trustees and a generous benefactor of the College. The building is home to the McColl School of Business and is used by the entire campus for classroom, meeting and event space. The building contains a 214-seat auditorium, 8 classrooms, 2 meeting rooms, 10 administrative offices and a student lounge.

Dana Building (1961), honors Charles A. Dana, a generous benefactor of Queens College. The Dana Building contains classrooms, seminar rooms for smaller classes, two large lecture halls, the DeWitt Computer Classroom, and faculty offices.

McEwen Hall (1914), was renovated in 1989. The building, named for the late Dr. Mildred Morse McEwen, alumna and professor emeritus of chemistry, includes classrooms, faculty offices, and the International Experience Office.

Ovens Athletic Center (1954), includes a large gymnasium, classrooms, a dance studio, a weight room and a swimming pool. Extensive renovation and remodeling took place in 1989 with the expansion of Queens' athletic programs. David Ovens, business executive and merchant, was a Queens trustee and benefactor.

Walker Science Building (1966), contains laboratories, classrooms, faculty offices and research facilities for biology, chemistry, physics and mathematics. It also houses Queens' Computing Services Center. The building was named for Dr. Edwin R. Walker, a former president of the college.

Watkins Hall (1914), houses the art department and exhibition galleries. It is named for Miss Mildred C. Watkins, member of the faculty from 1895-1909.

Student Health & Wellness Center (1958), provides seven hospital beds and rooms for consultations and treatment. It was a gift of Thomas M. Belk and his wife, Katherine McKay Belk, honoring Dr. John R. Irwin, Dr. Henderson Irwin and Dr. Hamilton W. McKay.

RESIDENCE HALLS

Albright Residence Hall (1964) is named in honor of Miss Thelma Albright, former dean of students and a long-time faculty member at Queens.

The William H. Barnhardt Center (1965), a dormitory facility, honors Mr. and Mrs. William H. Barnhardt. Mr. Barnhardt, a prominent and devoted supporter of the College, was a member of the Board of Trustees.

Belk Residence Hall (1954) honors the late Mrs. William Henry Belk, alumna, trustee and benefactor. The hall was a gift to Queens from Mrs. Belk's sons and daughter.

Hayes Residence Hall (1914) is named for Queens alumna and Board Trustee Mariam Cannon Hayes '37. The Lily Long Lobby in Hayes Hall is named for Miss Lily W. Long, who served the College for half a century and was president from 1891–1899.

Wallace Residence Hall (1962) honors Mr. and Mrs. J. M. Wallace and family. Mrs. Wallace was an alumna, and J. Mason Wallace Jr. was a College trustee.

Additionally, buildings on the campus are named for Dr. Elizabeth H. Blair, former dean of instruction; Mr. and Mrs. W. Z. Stultz, donors; and Miss Laura A. Tillett, professor emeritus of English. These buildings are used for administrative and instructional purposes.

Other buildings immediately adjacent to the campus include Harris House, the home of Continuing Education, and Withers House.

LIBRARY

Everett Library (1960), located at the center of the campus, was built through the generosity of Herschel Hill Everett, chairman of the board of trustees from 1952-67, and his wife, Cornelia Nisbett Everett. A new Georgian-style facade was constructed in 2000, thanks to a gift from Mr. John H. Sykes, a member of the Board of Trustees.

The library collection — the core of the academic community — is designed to support all programs of the college. More than 118,000 books and bound periodicals and 25,000 U.S. government documents are available in open stacks for student use.

In addition, the library currently subscribes to over 600 periodicals and retains *The New York Times* on microfilm from 1910 to the present and *The Wall Street Journal* from 1987 to the present.

The collection, which grows at a rate of 2,000 volumes a year, receives additional support from endowments established by the Friends of the Library. The library's catalog is online and is available on the campus network. The library provides access to the internet and the World Wide Web, and offers instruction in the use of these resources.

The Margaret Louise Chapman Instructional Media Center is located on the lower level of the library. Donated by the Friends of the Library in 1982, it is a full-service media center with equipment and facilities for the production and use of audio and video materials.

Also on the lower level is the **Curriculum Resource Center,** which houses the Education Division's collection of state-adopted textbooks and other materials for classroom use.

Students have free access to the stacks and may receive instruction in the use of the library at any time. The library encourages use by Queens students, faculty and staff, alumni, Friends of the Library, ministers of the supporting presbyteries and other individuals with special permission.

Everett Library has been enriched by its Friends of the Library organization. Founded in 1971, this community group hosts popular, annual "book-and-author" events; contributes significantly to the interior decor of the building; funds the Browsing Collection; and has established a Special Collections Room in memory of Rena C. Harrell, Queens' first librarian. This special room houses a collection of Charlotte imprints, books on the history of Mecklenburg County and materials relating to the history of Queens College. Thanks to an anonymous gift received in April 1994, the library has the SIRSI Automated Catalog System.

COMPUTING SERVICES

Computing Services. Computing Services for both academic and administrative users is coordinated by the staff of Queens Computing Services, which is located in the basement of Walker Science building. Computing Services houses the IBM AS/400 midrange computer to support the College's integrated administrative software system. In addition, Pentium-level file servers running Novell Netware 4.1 and Microsoft NT Server 4. 0 are available to support the campus network with services such as e-mail and Internet access. The campus network environment is comprised of a switched therned fiber optic backbone. Distributed computing capabilities are provided to all administrative offices including support for the College's admissions telecounseling center, and network support for the library's IBM RS600 which provides library automation services.

Faculty members, administrators and staff also have access to individual personal computers with software appropriate to their needs, either resident on each PC's local hard drive or access through the campus network. Student access to computers on campus is provided through the facilities described below:

The Dickson Microcomputer Lab is located in the basement of the Walker Science building, is equipped with 20 Pentium computers with 128 megabytes of RAM. All computers are set up with Windows 98 and are connected to the campus network and the global Internet. Software installed includes Netscape Web Browser, Microsoft Office, and course specific software. A high speed HP5si laser printer is available for print output.

The DeWitt Computer Teaching Lab located in Dana Building room 314, is a classroom lab of 22 Dell Pentium 133 computers with 16 megabytes of RAM. These computers are set up with Windows 95, Microsoft Office, Netscape Web Browser, and Pegasus e-mail and are connected to the campus network and global Internet. A high speed HP5si laser printer for printed output and an Epson high resolution screen projection device for the instructor's PC are also available. This facility provides a technology enhanced classroom for courses in information systems and computer instruction.

STUDENT SERVICES

Athletic Facilities McColl School students with student ID's may use the swimming pool and tennis courts. Open hours for pool use are posted each semester. Tennis court access cards are available from the physical education office during fall and spring terms only. A deposit is required. For more information, contact the physical education office.

Bookstore The Queens College Bookstore, located in the lower level of Morrison Hall, sells textbooks, academic supplies, clothing, beverages and some snack foods.

Campus Police The Campus Police Department was established to maintain a safe environment for the college community. Officers with the department are commissioned Campus Police Officers by the Attorney General of North Carolina and have full police powers on campus. Officers patrol the campus 24 hours a day and are on duty year round, including holidays. The Chief of Campus Police not only has responsibilities for police and security functions, but also enforces all safety and fire regulations on campus.

Career Development Center The Center for Career Development provides various personal and group services to Queens students and to members of the community. The center offers individual and group career management services as well as job search consultations. Students are encouraged to use the Career Resource Center which includes information about careers and graduate/professional schools, as well as employment listings for full-time and part-time jobs. Private appointments are available. Queens' Center for Career Development is located in the Blair House.

Counseling Services Queens has professional counselors on staff in the Health & Wellness Center who are available for appointment by calling 337-2220. All counseling services are confidential. Hayworth College students may make an appointment for information and/or referral to off-campus counseling services. There is no charge for this appointment. The cost of any off-campus therapy to which a student is referred is the responsibility of the individual student.

Food Services Morrison Dining Hall is open for breakfast, lunch and dinner. Students may purchase a single dinner ticket at the door or a packet of ten dinner tickets from the office in Morrison Dining Hall. These tickets may be used at any dinner during the semester. Dining Hall hours are posted each semester.

Emergency Telephones Telephones are located in each of the parking areas and buildings on campus. These should be used by persons requesting assistance or in need of help from Campus Police at 337-2306.

Escorts Persons may call 337-2306 or come by the Campus Police Office and request an escort to or from the parking lots. This service is available 24 hours a day. Please keep in mind that it might take a few minutes to give you the assistance because of other duties or emergencies that may arise.

Medical Services The Health & Wellness Center is available to care for the routine medical needs of students. All resident students must have a health form on file. All commuters who plan to use the health services also must have a health form completed by their physician and on file in the Health & Wellness Center. The staff may be unable to treat a student who does not have a health form on file. Hayworth College students may receive tetanus immunizations at the Health & Wellness Center for a nominal charge.

Parking Permits A student parking permit is available from the Campus Police Office, located in the Stultz Building. The permit is valid for one academic year and allows the student to park in assigned lots and unrestricted zones during times indicated in the Queens College Rules and Regulations Handbook. Cars parked on campus without permits will be ticketed.

Post Office A full-service post office is located adjacent to the bookstore in the basement of Morrison Hall.

Student Identification Cards Student ID cards are recommended for all Queens College students, including McColl and Hayworth College students. The Campus Police Office in Stultz Building provides picture ID cards free for adult students. An ID card is valid for the academic year. ID cards are required to check out books in the Library and to use the Dickson Microcomputer Lab after hours.

STUDENT RECORDS

Public records/directory information. The following information on individual students is considered Directory Information and is public: full name, local address, home address, e-mail address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, and religious affiliation. This public information may be released or published without the student's consent. However, it is Queens' policy to refuse to release information to private firms or mailing lists.

Directory hold. Students who do not wish personal information made public may inform the Registrar's Office, requesting a "Directory Hold" in writing, at registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student, ordinarily in anonymous form.

Confidential records. All personally identifiable material on particular students used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, is considered confidential. Confidential information includes, but is not limited to, the following: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work.

Official records. Official records are released only with the written permission of the student. Official records include material on students relating to their status as students held by any office of the College and intended for the use of the College or available to parties outside the college. Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or administrators as aids to memory but not intended for transmittal to others.

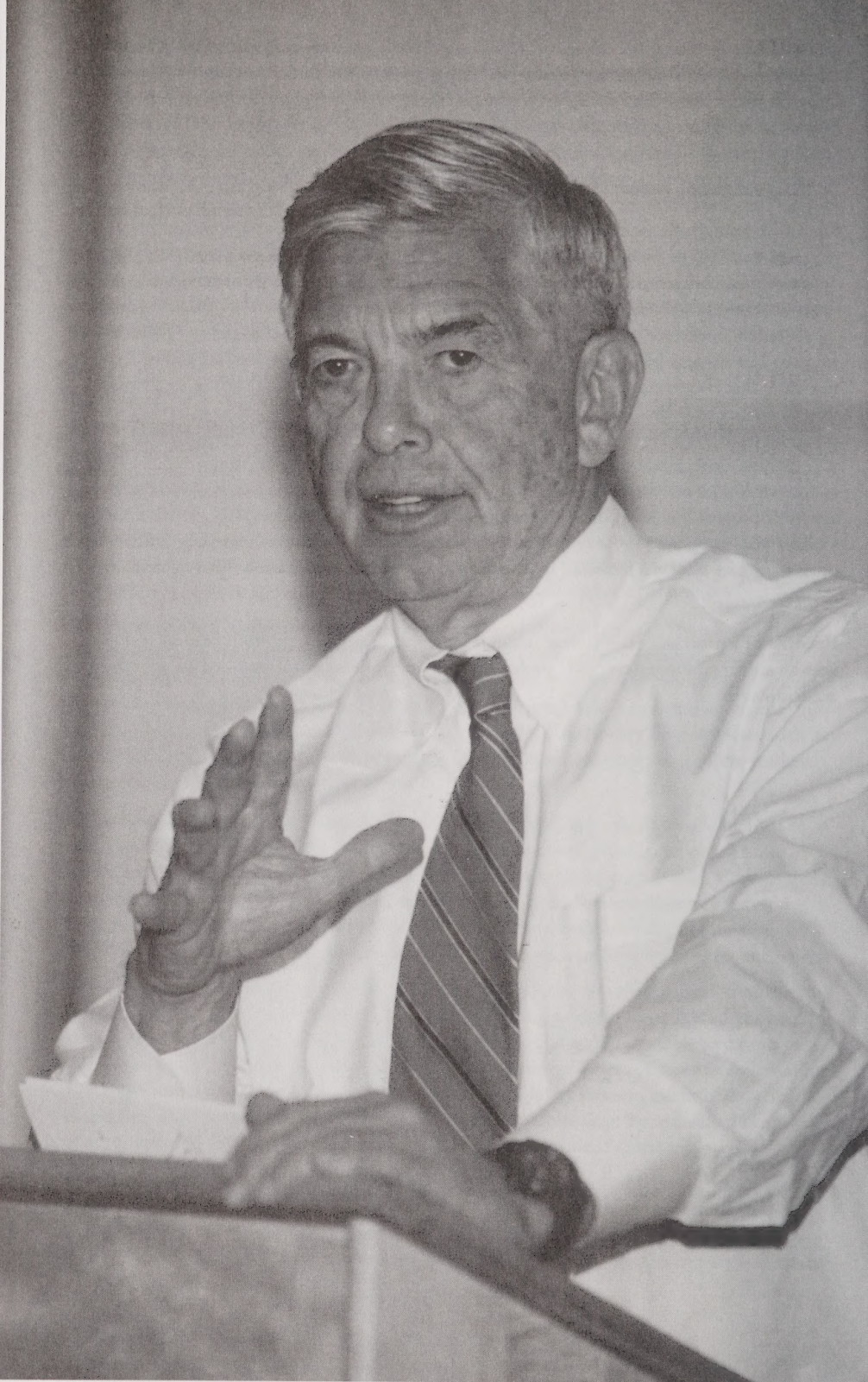
Access to Official Records. Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits students to inspect their records whenever appropriate and to challenge specific parts of them as necessary. Each enrolled or former student of Queens college has the right to inspect and review

official educational records or files of the college directly relating to that student. (Note: Files on individual students are retained for five years after the student leaves the college. Only the transcript is kept indefinitely.) Student access to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's office. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request. A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

Queens College recognizes that the Family Educational Rights and Privacy Act of 1974, as amended, does not intend to exclude release of information regarding dependent students' academic progress/grades to their parent or guardian if such information is requested. Queens College also recognizes the student's right to specify that information regarding academic progress/grades not be released to parent/guardian. Written notification must be made to the registrar.

Records of Progress. The college maintains records of progress on both veteran and non-veteran students. Progress records are furnished to all students at the end of each schedules academic term.



McCOLL SCHOOL OF BUSINESS GRADUATE PROGRAMS

The McColl School of Business provides students the opportunity to develop their business and management abilities. Those who take advantage of this opportunity are preparing for responsible positions of leadership in the world of commerce and practical affairs.

The McColl School of Business offers two distinct programs leading to the Master of Business Administration (MBA) degree. The evening MBA program allows substantial flexibility in scheduling classes which are offered on weekday evenings. Working at your own pace, the evening MBA program can be completed in two to four years. Participants in the evening MBA program are typically at an earlier stage of their careers than those in the Executive MBA program.

The Executive MBA program meets on alternating Fridays and Saturdays for two years. It is an intensive, integrated program in general management designed for people with substantial experience in managing either people, assets or data.

The McColl School of Business offices are located in the Sykes Learning Center on the Queens College campus. Applications and further information for either program can be obtained on the world-wide-web at www.mccollschool.edu or by calling (704) 337-2248 for the Executive MBA Program or (704) 337-2224 for the Evening MBA Program. To contact the school by mail, write to either the Executive or the Evening MBA Program, McColl School of Business, Queens College, 1900 Selwyn Avenue, Charlotte, NC 28274.

MASTER OF BUSINESS ADMINISTRATION (MBA) EVENING PROGRAM

The evening MBA program prepares students to be skilled general managers. The curriculum stresses the interaction of the functional areas of business within the broader social and international context and emphasizes high standards of ethical and social responsibility.

The curriculum is developed, taught and regularly updated by a faculty with strong academic and business experience. They stress the need to develop communication and writing skills, international and cultural awareness, and a comprehensive managerial perspective. The curriculum includes a high proportion of specifically required courses to ensure exposure to essential techniques, experiences and information for today's manager. The program begins with the development of a comprehensive background and offers a common core of managerial skills and required competencies in the functional areas of business. Its curriculum underscores the complexity and diversity of managerial decisions in national and international economies. Instruction is presented through various methods including extensive use of case studies. Classes meet one evening a week.

Hugh L. McColl, Jr.

ADMISSION TO THE EVENING MBA PROGRAM

In order to be considered for admission as a degree candidate to the evening MBA program, an applicant must:

- Hold a baccalaureate degree from an accredited institution.
- Submit a completed graduate application form, including the non-refundable $50 application fee.
- Submit official transcript(s) of all previous academic work beyond high school. It is the applicant's responsibility to have all transcripts sent directly from each institution attended to the Office of MBA Admissions at Queens College.
- Have a cumulative grade-point average generally of at least 2.500 or better on a 4.000 scale on all post-secondary academic course work.
- Provide two letters of reference.
- Submit satisfactory scores on the Graduate Management Admissions Test (GMAT) taken within the last five years.
- International students must submit the following documents:
    - A test score on the Test of English as a Foreign Language (TOEFL) examination if English is the second language. (Information and registration forms are available from TOEFL Programs, ETS, Princeton, NJ, 08540.)
    - A course-by-course evaluation of any post-secondary course work submitted by an approved evaluation service.
    - Bank statements stating the funds in U.S. currency available for the student's education. Students and their families should be prepared to bear all expenses involved in obtaining an education in the United States since there are no federal or state financial aid resources for foreign students.

STUDENT STATUS

Graduate status. Graduate status is assigned to students who are pursuing a degree and who have met all admissions requirements, including a satisfactory undergraduate grade-point average and an acceptable GMAT score.

Non-degree graduate status. Non-degree graduate status is assigned to students who wish to take graduate courses for personal satisfaction, but who may not wish to work toward a degree. To be admitted as a non-degree graduate student, an individual must complete the same admissions procedures as other graduate applicants and must have an undergraduate overall grade point average of 3.000 and any necessary prerequisites completed. Non-degree graduate students generally may not take more than nine credit hours. After completion of nine credit hours, the student should apply for graduate degree status.

Transient status. Transient status is assigned to a students who wishes to take a graduate course for transfer to another institution. Generally, a transient student is admitted for one term only. Transient students must complete an application form and submit a copy of their GMAT score, a letter of good standing from their home institution and evidence of completion of any prerequisites needed.

Post-baccalaureate status. Post-baccalaureate status is accorded for one term only to those students who wish to take preliminary courses for the MBA program, but have not yet submitted a GMAT score.

A post-baccalaureate student is subject to the following policies:

- A post-baccalaureate student must complete the same admissions procedures as other graduate applicants and must meet the standards for general admission into the MBA program except for submission of the GMAT score.
- Post-baccalaureate students may register for foundation courses or undergraduate courses for which they have the prerequisites. They may register for a course at the 600 level only by exception and with the specific permission of the MBA advisor.
- Post-baccalaureate students are subject to the academic regulations and standards required of degree students.
- The post-baccalaureate classification is a non-degree status which carries with it no implication that a student will be admitted to the MBA degree program.

Admission of undergraduates to graduate study

Seniors at Queens College with a cumulative grade-point average of 3.5 or better may enroll in a graduate course at Queens subject to written approval, prior to registration, by the department offering the course. The student's total credit hours for the semester (including the graduate course) should not exceed 18 hours and the cumulative graduate credit earned by seniors shall not exceed nine hours. These courses are not counted toward the credit hours required for the baccalaureate degree, but can be counted toward the residency requirement. Seniors may request that these courses be included as a part of their graduate program if they are subsequently admitted to a graduate program at Queens.

This policy is applicable to seniors in both the College of Arts and Sciences and the Hayworth College. The tuition for full-time students is included in the comprehensive fee. Part-time students will be charged the graduate program rate.

Admission on academic probation

When an applicant to a program presents a marginal undergraduate record or test score, the admissions committee may admit that person on academic probation. Students admitted on academic probation must meet the terms of probation set by their admission letter, in order to be allowed to continue in the program.

Admissions eligibility

Acceptance to a graduate program will remain effective for one calendar year following the beginning of the term for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply, and the subsequent admission decision will be based on the existing admission standards at the time of reapplication.

Readmission of MBA students

Inactive students who were in good standing who wish to re-enroll should do the following, as appropriate:

Former students who have not enrolled elsewhere since leaving Queens and who are in good academic standing must submit only an application.

Former students who have attended another college since leaving Queens must submit transcripts from all colleges attended and an application.

Readmitted students will adhere to the requirements of the Catalog at the time of reentry.

TUITION AND FEES / McCOLL SCHOOL OF BUSINESS MBA PROGRAM

While the Board of Trustees reserves the right to adjust the fee schedules at Queens at any time, the following basic fees have been established for 2000-2001.

MBA tuition per credit hour	$310
MBA Application fee (non-refundable)	$50
Registration fee (non-refundable)	$20
Late registration fee (non-refundable)	$20
Transcript fee (expedited service only)	$15
Parking Fee (Per Year)	$40
Graduation fee (cost of purchasing master's hood is not included)	$95

Payment regulations. Upon signing the registration form, the student accepts as binding all fees and regulations set forth in the Catalog.

1. Tuition and fees, less scholarships and financial assistance awarded, are due and payable at registration. Payments are accepted via check, cash, MasterCard or Visa.
2. Students who do not wish to pay in full at the beginning of each term may be interested in the following programs offered by Queens College.
   a. **Installment plan.** Payment for fall term may be made in four equal installments, payable at registration and then by the 25th of September, October and November. Payment for spring term may be made in four equal installments, with the first payment payable at registration and then by the 15th of February, March and April. Summer term payments may be made in 3 installments with the first payment payable at registration and then by June 15th and July 15th. An enrollment fee of $45 is incurred each term tuition is deferred under this plan. A late payment penalty is incurred if an installment is not paid by the due date. The college reserves the right to deny participation in this plan to students on the basis of their payment history with the college. Credit card payments may be made by either calling the Business Office each month or submitting a monthly credit card authorization form. Credit cards will **not** be automatically drafted monthly.
   b. **Unsecured educational loans.** A variety of student and parent loans are available. For information, contact the Office of Financial Aid 704-337-2225. For students who have applied for a student loan, but the loan has not been approved (guaranteed) by the lender, Queens College requires a payment equaling 1/3 of their tuition and fees, less any scholarships and other financial assistance, payable at registration. Credit balances created by loan funds being posted to the student's account will be issued (via check) to the student no later than 14 days after the college receives the money from the lender.

c. **Employer Assistance Deferment Plan.** The Employer Assistance Plan (EAP) is a deferment plan available to students whose employer will reimburse them for tuition at the end of the term. Under this plan, tuition for fall term is due by Jan. 31, spring term by June 11, and summer term by Sept. 22. Students wishing to apply for this plan must submit the EAP application form to the Business Office as soon as possible, but no later than four weeks into the term. These forms are available in the Business Office. A deferment fee, payable upon registration, is incurred each term tuition is deferred under this plan—$50 for the first course and $25 for each additional course. A late-payment penalty is incurred if a payment is not made by the due date. The College reserves the right to deny participation in this plan to students on the basis of their payment history with the College.

3. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the College throughout the term.
4. Diplomas, certificates, and transcripts are issued only when a student's accounts has been paid in full.
5. A refund of tuition will be issued to students only for a class that is officially Dropped during the first 10 days of the term. There is no refund of the registration fee. For further information about the procedure to drop a class, see Academic Regulations.

WITHDRAWAL AND FINANCIAL OBLIGATIONS

The policies and procedures below apply to McColl School graduate courses. Students who dual enroll in Hayworth College or the College of Arts and Sciences must follow that college's schedule, calendar, and financial policies and procedures. Additional information is available in the Business Office.

Dropping a course. When a course is dropped during the Drop/Add period there is no record of that registration, and no tuition is charged for that course. The drop and add period is limited. To drop or add a McColl School course the student must contact the MBA Office (704-337-2224) and complete the appropriate form. After the drop/add period has ended, a student leaving a class must formally withdraw from the course in order to receive a status of "W."

Withdrawal from a course. There is no refund of tuition for withdrawal from an individual course unless the withdrawal results in zero enrolled credit hours.

Withdrawal from the college.

Withdrawal – Academic Ineligibility. A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

Withdrawal – Illness. Students who withdraw from all classes during the term as a result of illness will have tuition prorated as of the date of withdrawal provided the physician recommends withdrawal in a letter to the Registrar's Office.

Withdrawal – Other Reasons. Students who withdraw from the college or drop all courses, effectively leaving the college for the term, prior to completing at least 60% of the term will have tuition, room and board for the current term prorated.

Students who feel that individual circumstances warrant exception to this policy may appeal to the Financial Policies Committee, provided such appeal is made in writing to the Treasurer before the end of the term for which proration is requested.

If the college determines that the student is due a refund and all or part of the student's institutional charges were paid with federal, state or institutional financial assistance funds, all or a proportional part of the total refund must be returned to the appropriate programs. If there is a balance due to Queens College as a result of these refunds, the student will be responsible for payment.

The amount to be returned will be determined according to the formula mandated by the US Department of Education in the Higher Education Act of 1965, as amended by Congress in 1998. In accordance with federal regulations, Queens will credit refunds to financial assistance programs in the following order:

1. Outstanding balances on Federal Family Education Loan Programs (including Stafford and PLUS).
2. Federal Pell Grants
3. Federal SEOG
4. Other Title IV programs
5. North Carolina Programs

   Note: In order for a student to keep any portion of the North Carolina Legislative Tuition Grant, the student must have been enrolled full-time as of October 1 or the tenth class day of the spring term.
6. Queens College Programs.

A detailed worksheet of the refund policy is available in the Office of Financial Aid and is provided to students upon request.

FINANCIAL ASSISTANCE

As a private institution that places the quality of the educational experience above other considerations, Queens realizes that the cost of attending college is a matter of overriding importance for many families. Applicants should not hesitate to apply for financial assistance. Queens will attempt to meet the financial need of applicants and welcomes the opportunity to work with students. Although most awards are based on financial need, some aid is based on the academic and leadership abilities of applicants, whether or not they have demonstrated need.

Federal Programs. Federal Stafford Loan eligibility is determined by the Office of Financial Aid. Loans are made by banks, credit unions, savings & loan associations and other agencies. The annual loan limit for graduate students is $18,500. Two types of Stafford Loans are available: subsidized Stafford Loans (need-based loans on which the federal government pays interest during enrollment) and unsubsidized Stafford Loans (non-need-based loans on which the borrower pays interest during enrollment). Terms of the loans and applications may be obtained from participating agencies or from Queens' Office of Financial Aid. Students must

complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for Stafford Loans.

All federal programs are subject to revision of funding or regulation by congressional action. Students are encouraged to contact the Office of Financial Aid for the most up-to-date information on these programs.

Financial Aid Probation. The Student Qualifications Committees evaluate the progress of students at Queens and determine eligibility for continued enrollment according to the standards indicated under "Student Qualifications". Students receiving Federal Title IV financial aid funds must meet these minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Students who fail to meet these minimum standards of academic progress will be placed on financial aid probation for a period of one academic term. During the probationary period, students may continue to receive financial aid, provided they are otherwise eligible. Students have this period to re-establish satisfactory progress. If, at the end of the financial aid probationary period, the student fails to re-establish satisfactory academic progress, they will no longer be eligible to receive financial aid until such time that the minimums standards are met.

Students placed on probationary or ineligible status may appeal such action to the Financial Aid Appeals Committee if they believe that extenuating circumstances prevented them from maintaining satisfactory academic progress. Such appeals should be in the form of a letter submitted to the Office of Financial Aid within two weeks of the end of the probationary period (end of exams) or notification of placement on probationary status. The letter should include an explanation of any unusual circumstances and supporting documentation. The Financial Aid Appeals Committee must respond to the appeal within two weeks from date of receipt. If the appeal is granted, the student's progress is assumed to be satisfactory and progress is then measured from the time of the granted appeal. If the appeal is denied, the required minimum grade-point average must be achieved at the student's own expense. The decision of the Financial Aid Appeals Committee is final. Once the minimum standards have been achieved, the student is again eligible for financial aid.

Satisfactory academic progress policy. This policy is applicable to all students receiving financial aid from the federal or state government or from Queens College. Evaluation of academic progress will be made at the end of the spring semester by the Office of Financial Aid. The academic year evaluated may include any combination of the prior summer, fall, and spring terms. Students must show progress toward completion of their degree requirements to continue financial aid eligibility. The financial aid eligibility timeframe for completion of a degree program cannot exceed 150 percent of the published length of the degree. For example, if your degree requires 120 credit hours to graduate, you are eligible to receive financial aid until you have attempted 180 credit hours. Repeated courses, course withdrawals, incomplete courses and course failures count as hours attempted but not completed. Additional time needed to complete the undergraduate or graduate degree beyond the maximums stipulated must be entirely at the student's expense. Transfer students are treated as first-year students for purposes of measuring the financial aid eligibility timeframe for completion of a degree program.

SCHOLARSHIPS AND FELLOWSHIPS

BLUMENTHAL FELLOWSHIPS

The Blumenthal Foundation has made possible the awarding of fellowships ranging from $900 to $2,700 per year. The fellowships are awarded to students based on academic achievement, leadership potential, scholarly promise, personal achievement, outstanding character and community service.

Applications for the Blumenthal Fellowships, which are awarded annually in August, are available from the McColl School MBA Admissions Office.

Applicants:

1. Must be accepted as a first-time degree candidate in the MBA program and submit an application for the fellowship within the first year as a degree candidate. Thus, students accepted in the Spring and Summer as well as those accepted for Fall term, may submit an application prior to the August deadline.
2. Must submit a written personal statement and a letter of endorsement from employer or supervisor.
3. Must submit GMAT score of at least 600.
4. Must be available for an interview with the Selection Committee.

Fellows:

1. Must complete at least nine (9) credit hours per year.
2. Must be willing to attend and participate in the Blumenthal Conference on Social Responsibility held annually in October at Wildacres Retreat in Little Switzerland, N.C.
3. Must be willing to represent the McColl School at school functions from time to time during the year.

MCCOLL SENIOR FELLOWSHIPS

Friends of Mr. Hugh L. McColl Sr. have made possible the awarding of fellowships ranging from $900 to $2,700 per year. The fellowships are awarded to students based on academic achievement, leadership potential, scholarly promise, personal achievement, outstanding character and community service.

Applications for the McColl Senior Fellowships, which are awarded prior to the beginning of each term, are available from the McColl School MBA Admissions Office.

Applicants:

1. Must be accepted as a first-time degree candidate in the MBA program and submit an application for the fellowship prior to their first term as a degree candidate.
2. Must submit a written personal statement and a letter of endorsement from an employer or supervisor.
3. Must submit a GMAT score of at least 600.
4. Must be available for an interview with the Selection Committee.

Fellows:

1. Complete at least nine (9) credit hours per year.
2. Be willing to attend and participate in the Blumenthal Conference on Social Responsibility held annually in October at Wildacres Retreat in Little Switzerland, N.C.

3. Be willing to represent the McColl School at school functions from time to time during the year.

Financial Aid Policies

The Graduate Student Qualifications Committee evaluates the progress of graduate students at Queens and determines eligibility for continued enrollment, according to the standards indicated under "Academic Policies." Students receiving federal Title IV financial aid funds must meet these minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal, and may be required to refund monies to various programs.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after the assistance has been offered. All federal and state programs are subject to congressional and legislative change.

DEGREE REQUIREMENTS

The MBA program consists of foundation courses, core courses and electives. Applicants without an undergraduate major in business usually will be expected to take all of the foundation courses. Applicants with an undergraduate major in business or some undergraduate business course work may waive some of the foundation courses. The decision on waiver of foundation courses normally will be made at the time of admission and is based on specific recent course work with grades of B or better.

Foundation Courses The foundation courses are designed to provide preparation in, and an understanding of, economics, accounting, finance, statistics, marketing and management. In addition, there is an expectation that all MBA students are comfortable with current applicable computer technology. Foundation courses are offered on a Pass/No Record basis. Pass = B or better.

Foundation Courses	Credit Hours
BUSN 502 Financial Accounting	3
BUSN 503 Survey of Marketing and Management	3
BUSN 516 Economic Analysis I	3
BUSN 522 Finance I (Prerequisites: BUSN 502 and 516)	3
	Total 12

Core Courses The contents of the core courses are based on the assumption that students have completed or waived the foundation courses and have some computer literacy.

Core Courses Title	Credit Hours
BUSN 605 Law and Business	3
BUSN 608 International Business (Prerequisite: BUSN 503)	3
BUSN 610 The Management of Organizations (Prerequisite: BUSN 503)	3
BUSN 615 Economic Analysis II (Prerequisite: BUSN 516)	3
BUSN 620 Managerial Accounting (Prerequisite: BUSN 502)	3
BUSN 622 Finance II (Prerequisites: BUSN 522 and 620)	3
BUSN 630 Marketing Management (Prerequisite: BUSN 503)	3
BUSN 635 Decision Science	3
BUSN 650 Business Policy (Prerequisites: ALL other core courses)	3
	Total 27

Elective Courses (choose two) Title	Credit Hours
BUSN 655 Consumer Behavior	3
BUSN 656 Operations Management	3
BUSN 657 Market Research	3
BUSN 658 Investment Analysis and Portfolio Management	3
BUSN 660 Communications	3
BUSN 662 Capitalism and Its Origins	3
BUSN 664 Legal Environment of Business	3
BUSN 670 Specialized Topics in Business	3
BUSN 680 Independent Study	1, 2, 3
	Total: 6
	Total of all: 45

COURSE SEQUENCE FOR THE MBA PROGRAM

A student generally must complete the foundation courses before taking the core courses. However, if because of scheduling difficulties, no foundation courses are available, students may take a core course for which they have completed the prerequisite(s) and then complete the foundation course(s) in the next term in which the course(s) are scheduled.

BUSN 650 Business Policy must be taken after all foundation and all other core courses are completed. It may be scheduled with an elective, but it may not be taken with any other required course.

Students should not take an elective until they have completed all of the foundation courses and half of the core courses.

Refer to the course descriptions at the end of this section for further information of content and prerequisites.

MBA ACADEMIC POLICIES

Academic responsibility

While Queens College makes every effort to advise and counsel students on their academic programs and academic requirements, it is the student who is ultimately responsible for fulfilling all requirements for a degree. To help the student meet this responsibility, all academic plans and programs should be approved by a designated advisor.

In general, a student must fulfill the degree requirements set forth in the *Catalog* of entry. Academic policies amended while a student is enrolled in courses at Queens may be deemed to apply regardless of the policies stated in the *Catalog* at time of entry. The College reserves the right to modify degree requirements from those listed at the time of entry due to curricular exigencies. If students are readmitted, they re-enter under the Catalog in effect at the time of readmission.

Academic advising

The Assistant Dean serves as the academic advisor for the MBA students. It is the student's responsibility to schedule advising appointments as necessary to plan a course of study to complete a graduate program or to discuss current academic questions and problems.

Time limit for degree completion

All core course work must be completed within five years of matriculation. Exceptions to this time limit must be granted by the MBA Student Qualifications Committee.

Registration

All students are expected to register at the time and place indicated on the current term schedule.

Record of immunization

Students enrolled in more than four credit hours in classes which begin before 4 P.M. Monday through Friday, are required to provide valid documentation of immunizations to be compliant with North Carolina state law. Forms for this purpose are available from and are kept on file in the Irwin-McKay Health Center. Required immunizations can also be obtained at the Health Center for a nominal charge.

Course load

A full-time graduate academic load is nine credit hours per term. A student who is employed full-time should not take more than six graduate credit hours or nine credit hours of combined graduate and undergraduate courses per term.

Dual enrollment

Students enrolled in the MBA program may also take undergraduate courses in Hayworth College and/or the College of Arts and Sciences. They may register for these classes at the same time as MBA registration as long as they meet the necessary prerequisites or any other restrictions which may apply to an individual class.

Dual enrollees will follow the procedures, policies and calendar of the undergraduate college.

Grading system

The evening MBA program uses the following system of grades and grade-point values per credit hour.

Grade	Grade Points
A = Excellent	4.000
B = Satisfactory	3.000
C = Poor	2.000
F = Failing	0.000
P = Passing (B or better)	0.000
Course Status	
I = Course Work Incomplete	0.000
W = Student Withdrawal	0.000

Grade-Point Average. The grade-point average is used to determine eligibility for admission and graduation. It is calculated by dividing the total number of points by the total number of graded credit hours attempted. Graded credit hours include all courses with grades of A, B, C and F. Courses with grades or status of P, W or I are not figured in the grade-point average.

Pass/No Record. Specified courses are offered only on a Pass/No Record basis. Such specification is noted in the individual course description. Unless specified, a graduate course may not be taken on a Pass/No Record basis. Pass in a graduate course is equivalent to A or B.

Incomplete Status. A status of Incomplete (I) is given only if a student is passing the course and has a justifiable reason for not completing the work. This status must be changed within one year of the end of the term in which the status was recorded by completing the stipulated work. Otherwise, the instructor or the registrar may change the status as appropriate. No student with a status of "I" may receive a degree. Neither credit hours nor grade points are awarded for a course whose status is "I".

When a faculty member assigns a status of "I" in a course for a student, the faculty member must complete the appropriate form in the registrar's office.

Transfer of courses

At admission. Generally, no more than six semester hours (two courses) of graduate work may be transferred from another accredited institution. Only graduate courses with a grade of B or better will be considered for transfer credit. Courses considered for transfer credit must have been completed within the three years immediately preceding admission into a Queens College graduate program. Granting of transfer credit is dependent upon the specific course under consideration, which will be evaluated in terms of content, level and equivalency to the course in the Queens graduate program.

After admission. After students have been admitted to a graduate program, they must request prior approval from the graduate student advisor to receive credit for transferred courses. Normally, graduate students may take courses at another accredited institution for transfer if the courses are equivalent to, or supplemental to, those offered in Queens' graduate programs. Courses are accepted for transfer only with prior permission and with a grade of B or better. Ordinarily, no more than six hours of graduate credit are accepted in transfer work. An official transcript of work done at another institution must be sent to the registrar for any course

taken at another institution. Any grade received from another institution will not be included in the Queens grade-point average.

Student qualifications committee – MBA

The faculty has established standards of satisfactory academic progress which are administered by its MBA Student Qualifications Committee. At the end of each term, this committee reviews the academic record of each student who is in academic difficulty.

Academic probation and dismissal. An MBA student who earns an F in any course will be subject to dismissal from the college.

Students will be placed on probation if they earn a grade of C in two graduate courses, or if their grade-point average falls below 3.000.

The records of students placed on academic probation will be reviewed by the committee at the end of the subsequent term. To be removed from probation, the student's cumulative record must be at least 3.000 and the student must not have more than two grades below B on the academic record. If students cannot be removed from probation, they are subject to academic dismissal from the College.

Students admitted on academic probation must meet the terms of probation set by their admission letter, which may vary, in order to be allowed to continue in the program.

Readmission to a graduate program. A student dismissed from the MBA program may apply for readmission after an absence of at least one term. A readmission application must be submitted to the office of MBA admissions along with a personal statement concerning the student's goals and accomplishments since leaving The Program and expectations of future success at Queens. The application will be submitted to the MBA Student Qualifications Committee for action. A student readmitted to a graduate program following academic dismissal is normally placed on academic probation.

Graduation requirements

Students may receive a graduate degree only after meeting all of their program requirements. A grade-point average of 3.000 or better is required in all graduate course work. No more than six extra hours (two courses) may be taken for the purpose of increasing the student's grade-point average to the required level. No course with an assigned grade below C may apply toward degree requirements.

Declaration of intent to graduate

It is the student's responsibility to be aware of progress toward the degree, and to file a completed Intent to Graduate form in the McColl School office by the deadline published in the academic calendar.

Commencement exercises are held in May of each year for all graduates who have completed degree requirements in the previous summer and fall terms, and in the current spring term.

Withdrawal from the College

- **By the Student.** A student who wishes to withdraw from the College should notify the McColl School office and complete the appropriate form. Upon withdrawal, all grades in progress will be recorded as W. A student who simply stops attending classes will receive

a grade of F for all courses.

- **By the College.** If a student does not register for a course for two consecutive terms, the student will be administratively withdrawn from the College and considered an inactive student. An inactive student must apply to the admissions office for readmission, and will resume studies under the Catalog in effect at the time of readmission.

The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Leave of absence

MBA students may be granted a leave of absence for a number of terms not to exceed one calendar year. A request for a leave of absence should be sent in writing to the Assistant Dean. Students who return on the agreed-upon date re-enter the program with the same status held at the time they left. Students who do not obtain a formal leave of absence, or those who do not return in the agreed-upon terms, shall be considered withdrawn from the College and will have to reapply to gain readmission.

Variations in degree requirements

Any change in degree requirements must be approved by the MBA Student Qualifications Committee.

Honor Code

The Honor Code is part of Queens' commitment to integrity and academic freedom. The purpose of the Honor Code is to provide the College community with an atmosphere of mutual trust among students, faculty and administration. The code applies to all phases of life at the College and is binding on all members of the College community. A student's signature on the application for admission to the College indicates understanding and acceptance of the Honor Code stated below:

As a member of the Queens College community, I will endeavor to create a spirit of integrity and honor for its own sake at Queens College. Academic Pledge: I pledge truthfulness and honesty in the performance of all academic work. Community Pledge: I pledge to be truthful at al times, to treat others with respect, to respect the property of others, and to adhere to College policies. Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold this code and not to tolerate any violations of its spirit or principles.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft and academic dishonesty. Suspected violations of the Honor Code should be reported to the Dean of the McColl School of Business and resolution of charges of violation will be dealt with by the Dean.

COURSE DESCRIPTIONS
Foundation courses

BUSN 502 Financial Accounting 3 Hrs.

This course introduces accounting principles, including income-statement analysis, balance-sheet analysis, cash flow and financial statement analysis and the use of accounting information in a case based format. Pass/ No Record grading with Pass = B or better.

BUSN 503 Survey of Marketing and Management 3 Hrs.

This course introduces selected topics from marketing management and the principles of general management. The marketing topics are related to the planning, coordination and evaluation of product design, promotion, distribution and communication activities in modern corporations. The general management topics emphasize strategic planning and the coordination of human resources. Pass/No Record grading with Pass = B or better.

BUSN 516 Economic Analysis I 3 Hrs.

The application of microeconomic theory to managerial decision-making seeks to answer basic resource-allocation questions. The course is designed to provide the student with an ability to view resource-allocation problems within a framework of shareholder wealth maximization. Included are price and output decisions of the firm under various market conditions such as pure competition, monopoly, oligopoly and monopolistic competition. Pass/No Record grading with Pass = B or better.

BUSN 522 Finance I 3 Hrs.

This course introduces the basic concepts, principles and analytical techniques in financial management. Topics include formulating financial objectives, short-term financial analysis, financial forecasting and planning, elementary capital budgeting and cost of capital, and the nature of long-term sources of funds. Analysis of risk in financial decisions includes probability distributions, statistical inference and introduction to regression and correlation. Pass/No Record grading with Pass = B or better. Prerequisite: BUSN 502 and BUSN 516.

Core courses

BUSN 605 Law and Business 3 Hrs.

This course will examine the relationship between business and the complex network of state and federal laws and regulatory agencies. It is designed as a study of the legal and ethical environment of business. Topics will include the development of the law and the legal system, regulatory law and regulatory agencies, commercial law basics and the fundamentals of applied business ethics. Specialty topics will include employment and labor law, environmental law, litigation/risk management, insurance and others.

BUSN 608 International Business 3 Hrs.

This course will focus on the principal aspects of conducting business in the international context, the politico-legal context, marketing and management implications, and international economic and financial issues. The objective is to show similarities as well as differences between domestic and international business practices, and to provide a perspective from which to analyze business problems in the international context. Prerequisite: BUSN 503.

BUSN 610 The Management of Organizations 3 Hrs.

This course focuses on the management of human behavior in work environments. It includes the development, design, operation and control of activities necessary to generate the goods and services of profit and nonprofit organizations, as well as considering the personal dynamics of individuals, groups and organizations. Major topics include motivation, stress, career process, leadership, decision making and conflict management. Prerequisite: BUSN 503.

BUSN 615 Economic Analysis II 3 Hrs.

A macroeconomics course which studies the problems of inflation, unemployment and economic growth and the policies for dealing with these problems Prerequisite: BUSN 516.

BUSN 620 Managerial Accounting 3 Hrs.

This course examines the ways in which accounting enables managers to operate effectively through the use of analysis and information as the foundation for managerial decision-making. Topics include cost-volume-profit relationships, cost behavior patterns, flexible budgets and standards for control, relevant costs, capital budgeting and the impact of taxes on management planning. Prerequisites: BUSN 502.

BUSN 622 Finance II 3 Hrs.

This course examines the financial function and how it relates to other functions of the business firm including how financial decisions can further the basic enterprise's goal of wealth maximization. The student will explore in-depth controversial conceptual problems. This course focuses on the various concepts for manager decision-making under uncertainty, optimum financial structure, cost of capital and asset management. Prerequisites: BUSN 522 and BUSN 620. May not be taken concurrently with BUSN 620.

BUSN 630 Marketing Management 3 Hrs.

This course is designed to acquaint the student with techniques in defining a target market and specifying a marketing mix to satisfy that target. The main point of emphasis is that marketing is a total system of business action rather than a fragmented assortment of functions and institutions. The structure of the course is the case approach, which requires the student to use principles of marketing in the analysis of business problems. Prerequisite: BUSN 503.

BUSN 635 Decision Science 3 Hrs.

This course develops a generalized framework for examining the executive decision making process. Topics included are: Decision structures, decision diagramming, and expected value; subjective probability assessment; payoff tables and decision analysis in normal form; Monte Carlo simulation; and the assessment of personal attitude toward risk.. Prerequisites: BUSN 522.

BUSN 650 Business Policy 3 Hrs.

This is the capstone course of the MBA program in which the emphasis is on the strategic planning necessary for an organization to define and achieve its overall objectives. Cases include problems in which economic, moral, personal, social and political factors are involved. A major theoretical or practical project is required. The final exam of the course is comprehensive and is designed to evaluate overall
synthesis of content of the foundation and core courses. The capstone course may not be transferred from another institution. Prerequisites: All other core courses.

Electives

BUSN 655 Consumer Behavior 3 Hrs.

This course provides the student with an overview of the consumer decision-making process and factors that influence this process. The course will examine the psychological and sociological aspects of how consumers evaluate their ever-increasing purchasing options. Understanding such a process is a critical factor in strategic planning. The manner in which marketers utilize such information will be emphasized through class analyses. Prerequisite: BUSN 503.

BUSN 656 Operations Management 3 Hrs.

Operations are the means through which a firm's strategic plans are effectively realized. Typically, the vast bulk of a company's people and assets are engaged in operations of one sort or another. Managing operations, then, means dealing with the ways these human and capital resources interact to create products and services. This course will sharpen participants' insights to the impact of corporate decisions on operations through discussion of selected case studies, many of which will deal with firms having a global operating reach. Prerequisite: BUSN 635.

BUSN 657 Marketing Research 3 Hrs.

This course provides an introduction into marketing research processes and results. Upon completing this course, the student should be able to interpret research findings and to reach meaningful conclusions based upon those findings. To meet these objectives, this course requires actual fieldwork supplemented by case studies. Prerequisite: BUSN 503.

BUSN 658 Investment Analysis and Portfolio Management 3 Hrs.

This course includes the study of capital market theory, the balance between risk and return, rates of return required by investors and the study of betas in the capital asset pricing model, all examined from the viewpoint of the private investor. Prerequisite: BUSN 622.

BUSN 660 Communications 3 Hrs.

This course is designed to increase and maximize communication ability and skills required for the professional manager. It includes instruction in written and oral presentations and reports as well as extensive practice in both mediums, including oral presentations and at least two 500-word papers. Where possible, speakers from business and industry will be invited to discuss problems encountered in management and executive-level communications.

BUSN 662 Capitalism and Its Origins 3 Hrs.

What is capitalism? When, where, why and how did it arise? What are its costs and benefits? What are the alternatives to capitalism? This is a course in political economy. It aims to foster clear and dispassionate analysis of volatile issues arising from the impact of a market economy on aspects of contemporary life.

BUSN 664 Legal Environment of Business 3 Hrs.

Focusing on strategy implications, this course will examine the legal, regulatory, political, ethical and social environment of business. Using a case approach, the course builds on a foundation of legal basics, helping practical managers analyze issues and operate within the external framework of their business. Prerequisite: BUSN 605.

BUSN 670 Specialized Topics in Business 3 Hrs.

Topics will be announced for each term offered. Possible offerings include: International Economics, New Venture Strategies, Organizational Development and Strategic Planning. May be repeated with different subtitles for a total of no more than nine credit hours toward the MBA degree.

BUSN 680 Independent Study 1, 2, or 3 Hrs.

This course requires independent reading and investigation of literature relevant to a specific topic or area of business. Students must complete and have approved a proposal for an Independent Study on a form available in the graduate programs office, prior to registration for this course. This course may be repeated for a maximum of six credit hours.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA) PROGRAM

The Executive MBA Program at the McColl School of Business is a two-year learning experience rich in opportunities for personal and professional growth. The EMBA program works with experienced managers to convey and refine skills and aptitudes critical for their continued career development.

ADMISSION

The Admissions Committee seeks highly motivated applicants who have demonstrated success in management and who have the potential for significant additional responsibility.

TUITION AND FEES

The tuition and fees for the EMBA two year program beginning January 2001 includes

Tuition, laptop computer, fees, books, materials: $38,000

Tuition is subject to change for subsequent classes. Rates for summer study abroad vary and are in addition to the tuition.

Payment

Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in this catalog.

1. Tuition and fees, less financial aid awarded, are due and payable by February 20th. Payments are accepted via check, cash, MasterCard or Visa.
2. Students are not permitted to continue classes until satisfactory arrangements have been made to meet all financial obligations. Continued class attendance is contingent upon maintaining good financial standing with the college throughout the terms of matriculation.
3. Diplomas and transcripts are issued only when the student's account has been paid in full.

Withdrawal and Financial Obligations

Withdrawal—academic ineligibility. A student determined by the Student Qualifications Committee to be academically ineligible to return will receive a refund if the student has made payments or has a credit balance toward the next term's tuition and fees. Such decisions are made at the end of each term.

Withdrawal—illness. Students who withdraw during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the Registrars.

FINANCIAL ASSISTANCE

Queens makes every effort to meet the financial needs of students. Both undergraduate and graduate students must take six credit hours at Queens in order to be eligible for any financial assistance. Although many students who are employed may not qualify for grant assistance on the basis of need, the Office of Financial Aid will seek to determine sources of loan assistance.

Federal Programs

Federal Pell Grants are available to eligible undergraduate students on the basis of financial need. The grants range from $400 to $3,300 per academic year. A student must complete the Free Application for Federal Student Aid (FAFSA) to determine the amount for which the student is eligible.

Federal Supplemental Educational Opportunity Grants (FSEOG) are available on an annual basis to full-time undergraduate students with exceptional financial need. These grants range from $100 to $1,000 and priority is given to Federal Pell Grant recipients.

Federal Stafford Loan eligibility is determined by the Office of Financial Aid. Loans are made by banks, credit unions, savings & loan associations and other agencies. Annual loan limits for independent students are $6,625 for freshmen, $7,500 for sophomores, $10,500 for juniors and seniors, and $18,500 for graduate students. Two types of Stafford Loans are available: subsidized Stafford Loans (need-based loans on which the federal government pays interest during enrollment) and unsubsidized Stafford Loans (non-need-based loans on which the borrower pays interest during enrollment). Terms of the loans and applications may be obtained from participating agencies or from Queens' Office of Financial Aid. Students must complete a FAFSA to determine eligibility for Stafford Loans.

The amount of funds available to Queens' students under the FSEOG Program is determined by allocations made to the College each year by the US Department of Education. All federal programs are subject to revision of funding or regulation by congressional action. Students are encouraged to contact the Office of Financial Aid for the most up-to-date information on these programs.

Financial Aid Probation. The Student Qualifications Committees evaluate the progress of students at Queens and determine eligibility for continued enrollment according to the standards indicated under "Student Qualifications". Students receiving Federal Title IV financial aid funds must meet these minimum standards. Statements of Academic Progress Standards are sent to all aid recipients with award notices and are available upon request from the Office of Financial Aid.

Students who fail to meet these minimum standards of academic progress will be placed on financial aid probation for a period of one academic term. During the probationary period, students may continue to receive financial aid, provided they are otherwise eligible. Students have this period to re-establish satisfactory progress. If, at the end of the financial aid probationary period, the student fails to re-establish satisfactory academic progress, they will no longer be eligible to receive financial aid until such time that the minimums standards are met.

Students placed on probationary or ineligible status may appeal such action to the Financial Aid Appeals Committee if they believe that extenuating circumstances prevented them

from maintaining satisfactory academic progress. Such appeals should be in the form of a letter submitted to the Office of Financial Aid within two weeks of the end of the probationary period (end of exams) or notification of placement on probationary status. The letter should include an explanation of any unusual circumstances and supporting documentation. The Financial Aid Appeals Committee must respond to the appeal within two weeks from date of receipt. If the appeal is granted, the student's progress is assumed to be satisfactory and progress is then measured from the time of the granted appeal. If the appeal is denied, the required minimum grade-point average must be achieved at the student's own expense. The decision of the Financial Aid Appeals Committee is final. Once the minimum standards have been achieved, the student is again eligible for financial aid.

Satisfactory academic progress policy. This policy is applicable to all students receiving financial aid from the federal or state government or from Queens College. Evaluation of academic progress will be made at the end of the spring semester by the Office of Financial Aid. The academic year evaluated may include any combination of the prior summer, fall, and spring terms. Students must show progress toward completion of their degree requirements to continue financial aid eligibility. The financial aid eligibility timeframe for completion of a degree program cannot exceed 150 percent of the published length of the degree. For example, if your degree requires 120 credit hours to graduate, you are eligible to receive financial aid until you have attempted 180 credit hours. Repeated courses, course withdrawals, incomplete courses and course failures count as hours attempted but not completed. Additional time needed to complete the undergraduate or graduate degree beyond the maximums stipulated must be entirely at the student's expense. Transfer students are treated as first-year students for purposes of measuring the financial aid eligibility timeframe for completion of a degree program.

Blumenthal Fellowships for not-for-profit managers

These fellowships, sponsored by the Blumenthal Foundation, are available to managers working in not-for-profit organizations. The Foundation recognizes outstanding not-for-profit executives who have distinguished themselves academically and professionally and who have a deep sense of humanitarian concern.

The Blumenthal Fellowships are based on past academic achievement, scholarly promise, personal achievement, outstanding character, and leadership potential.

Applications for the fellowships are made at the time of application to the EMBA program. Finalists for the awards are invited for a personal interview with the a Selection Committee. The recipients will be announced prior to the beginning of classes in January.

The fellowship may be renewed for a second year providing the student is in good status.

DEGREE REQUIREMENTS

The EMBA Program is two years of classroom and experiential learning. Courses are highly integrated, emphasizing the interconnectedness of business processes and management concepts. Coursework is applied during the summers in the program's international study tours and local not-for-profit consulting projects. An integrated entrepreneurial group project is required in the last semester.

EMBA ACADEMIC POLICIES

Registration.

Students will register with the Executive MBA office each term.

Evaluation system

EMBA Courses are graded on a pass/fail basis. Written evaluative feedback on a participant's performance is provided by EMBA faculty at the conclusion of each segment. Participants also receive substantial performance feedback from classmates. In assessing overall participant performance, the written commentary from faculty is emphasized rather than grades.

Incomplete status

An "I" status automatically becomes a grade of F if the student fails to satisfactorily make up incomplete work within one term.

Withdrawal from the program

A student who wishes to withdraw from the program should notify the Executive MBA office in writing. Upon withdrawal from the program, the grade for the term in progress will be recorded as "W" (withdrawal). At the discretion of the Student Qualifications Committee, a student who withdraws may be permitted to return to the program within one calendar year.

Administrative withdrawal

If a student fails to register for a term the student will be administratively withdrawn from the program. Also, a student who simply stops attending classes (i.e., four weeks consecutively or four consecutive classes from an individual discipline) will be administratively withdrawn from the program. Any administratively withdrawn student must contact the Executive MBA office to be considered for readmittance.

Queens College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Eligibility to continue

The McColl School faculty determines the academic standards which are administered by the Student Qualifications Committee. This committee reviews each case of academic difficulty to determine the appropriate action and academic status for the graduate student.

Continuation in the EMBA program is based on the qualitative recommendation of the program faculty based on the student's individual performance as outlined under "Evaluation System." Should the program faculty evaluate a student's performance as unacceptable, the faculty will refer the evaluation to the Student Qualifications Committee with a recommendation that the student be placed on academic probation. A student on academic probation will be reviewed by the entire program faculty by the end of the subsequent term. Removal from probation is approved by the Student Qualifications Committee on the recommendation of the program faculty.

Students who do not receive a recommendation from the program faculty for removal from probation will be subject to dismissal from the program.

Transfer regulations

No outside courses will be considered for transfer credit. Should a student withdraw from the program and wish to attempt to transfer his or her completed course progress to another institution, a credit-hour description of the student's completed course work can be made available through the Executive MBA office.

Leave of absence

An EMBA student can be granted a leave of absence for one calendar year only. A request for a leave of absence should be sent in writing to the Dean of the McColl School of Business with a copy to the Executive MBA office. Students who return on the agreed-upon date will re-enter the program with the same status held at the time they left. Students who do not obtain a formal leave of absence will be considered withdrawn from the program and will have to reapply to gain admission.

Time limit

The EMBA Program must be completed within five years of the student's first day of classes.

Graduation requirements

Students may graduate from the EMBA Program only after fulfilling all of their special project assignments and the entire two-year sequence of courses and project work.

Variations in degree requirements

Any change in degree requirements must be approved by the Student Qualifications Committee.

Record of immunization

North Carolina law requires students who matriculate for a class which starts before 4 P.M., including weekend classes, to present valid certificates of immunization to the College at, or prior to, matriculation unless the student is exempt from the law.

Since EMBA students will be enrolled in classes that begin before 4 P.M. on weekdays and weekends, they must furnish proof of immunization. Contact current or past physicians to get proof of immunization or to begin immunizations. An EMBA student will be exempt from this law if an exemption is granted for medical or religious reasons.

Immunization requirements

For students born in 1957 or later (and who are at least 18 years of age):

- 3 DPT or Td doses. One Td dose must have been within the last 10 years
- 2 measles (Rubeola) doses on or after first birthday
- 1 Rubella (German Measles) dose
- 1 mumps dose on or after first birthday

For students born prior to 1957:

- 3 DPT or Td doses. One Td dose must have been within the last 10 years
- 1 Rubella (German Measles) dose. This is not required for students age 50 and older
- 1 mumps dose on or after first birthday

Any EMBA student who does not present valid proof of immunization or exemption must be immunized within 30 days of orientation. Students who fail to comply will not be allowed to continue classes.

Forms which students may provide their physicians to certify immunization are available in the health center. Students may also call the health center at 704-337-2220 to schedule an appointment for immunizations or to receive further information.

Honor Code

The Honor Code is part of Queens' commitment to integrity and academic freedom. The purpose of the Honor Code is to provide the College community with an atmosphere of mutual trust among students, faculty and administration. The code applies to all phases of life at the College and is binding on all members of the College community. A student's signature on the application for admission to the College indicates understanding and acceptance of the Honor Code stated below:

As a member of the Queens College community, I will endeavor to create a spirit of integrity and honor for its own sake at Queens College. Academic Pledge: I pledge truthfulness and honesty in the performance of all academic work. Community Pledge: I pledge to be truthful at al times, to treat others with respect, to respect the property of others, and to adhere to College policies. Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold this code and not to tolerate any violations of its spirit or principles.

Violations of the Honor Code include, but are not limited to, cheating, lying, theft and academic dishonesty. Suspected violations of the Honor Code should be reported to the Dean of the McColl School of Business and resolution of charges of violation will be dealt with by the Dean.

CURRICULUM

EMBA 610 Analysis and Decision 12 Hrs.

The first term is an orientation to the program and to the concepts and analytical tools of management. By the end of the segment, students will be familiar with basic analytical concepts and will have a general understanding of the application of such concepts to concrete problem-solving and decision-making. The term material includes Relevant Costs and Financial Accounting, Tradeoff and Process Analysis, Marketing Management, Organizational Behavior, Microeconomics, Decision Structure and Probability Assessment, Law and Ethics: The Basics.

EMBA 620 Anatomy of the Enterprise 12 Hrs.

Term II provides an understanding of organizational structure and operation. The segment further develops the use of analytical concepts and investigates the integrated nature of the organization by examining the interrelated flow of cost, funds, materials and products. The segment includes Cost Accounting, Current Operation, Working Capital Management, Forecasting Models and Regression Analysis, Materials Management and Capacity Planning, The Market Environment, Human Resource Management, Macroeconomics, Audience Strategy, Managing Internal and External Risk.

EMBA 630 Control and Development of the Enterprise 12 Hrs.

The examination of the enterprise expands the integrated business functions and begins the study of the external environment; advances the larger concepts of rationalizing, controlling and developing the organization's activity and begins to develop the strategic relationship of the enterprise to its environment. The segment will include Management Accounting, Capital Budgeting and Investments, New Technology Management and Operating Strategies, Marketing Strategy and Planning, International Economics, Formulation of Competitive Strategy, Information Technology Management, Internal and External Communication, Legal and Societal Environment.

EMBA 640 Strategic Management in a Dynamic and Competitive Environment Dynamics 12 Hrs.

The fourth term extends the concept of controlling and directing the enterprise into the relationship between the organization's internal environment and its highly competitive and rapidly changing external environment. The segment includes Budgeting; Responsibility, Accounting and Control; Capital Structure and Financial Strategy; The Marketing Process; History of Capitalism; Competitive Decision and Negotiation and Bargaining; Competitive Advantage of Nations and Firms; Corporate Communication; Political and International Environment.

EMBA 671 International Experience or Team Community Project 3 Hrs.

During the first summer, students choose to participate either in a consulting project that addresses a managerial problem within a local not-for-profit organization or in a hands-on exploration of the business environment of Asia, Europe, Latin America, or North America.

EMBA 672 International Experience or Team Community Project 3 Hrs.

During the second summer, students may participate in either a local not-for-profit consulting project or a business study tour abroad. However, in the second year, students also have an opportunity to design an individual project, applying their learning experience to a current management problem with corporate-wide implications.

MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

The Vail Program of Nursing offers the Master of Science in Nursing (MSN) degree with a focus in Health Systems Management. The MSN is designed to prepare nurses as interdisciplinary collaborative nurse executives. Integral to the program are interdisciplinary educational experiences with the **McColl School of Business.**

ADMISSION TO THE MSN PROGRAM

See the Hayworth College Catalog for details on the MSN Program.

DEGREE REQUIREMENTS

The Master of Science in Nursing program consists of 36 credit hours at the graduate level, including 15 credit hours in Nursing core courses, 12 credit hours in Interdisciplinary core courses, and 9 credit hours in Business core courses. In addition, all students must meet the competency requirements of undergraduate statistics and computer literacy in order to begin graduate level courses.

Hours	Course # & Title
	Nursing Core Courses
3	NURS 612 Theoretical Foundations
3	NURS 614 Issues for Advanced Practice Nursing
3	NURS 632 Research Methods
6	NURS 634 Health Care Practicum
	Interdisciplinary Core Courses
3	NURS 616 Health Care Administration
3	NURS 624 Health Policy
3	NURS 628 Health Care Informatics
3	BUSN 640 Health Care Economics*
	Business Core Courses
3	BUSN 605 Law and Business
3	BUSN 610 Management of Organizations
3	BUSN 642 Health Care Finance*
36	**Total**

* *MSN Students Only*

MSN/MBA DUAL DEGREES

MSN candidates may also plan to complete the courses for the Master of Business Administration (MBA). Students who plan to complete a dual degree must meet the requirements for both the MSN and MBA, including acceptable GMAT scores. Several of the MBA requirements are included in the MSN degree requirements. MSN candidates interested in pursuing an MBA should contact the MBA advisor to discuss the requirements and plan of study.

NURSING MANAGEMENT CERTIFICATE

Nurses who have a BSN and who meet all admission requirements for the MSN may enroll in specific courses as nondegree students for completion of 15 credit hours for a Nursing Management Certificate.

Nursing Management Certificate Requirements

Hours	Course # & Title
3	BUSN 605 Law and Business
3	BUSN 610 The Management of Organizations
3	NURS 614 Issues for Advanced Practice Nursing
3	NURS 616 Health Care Administration
3	BUSN 640 Health Care Economics
15	**Total**

GRADUATE BUSINESS COURSES / MSN PROGRAM

BUSN 605 Law and Business **3 Hrs.**

This course will examine the relationship between business and the complex network of state and federal laws and regulatory agencies. It is designed as a study of the legal and ethical environment of business. Topics will include the development of the law and the legal system, regulatory law and regulatory agencies, commercial law basics and the fundamentals of applied business ethics. Specialty topics will include employment and labor law, environmental law, litigation/risk management, insurance and others.

BUSN 610 The Management of Organizations **3 Hrs.**

This course focuses on the management of human behavior in work environments. It includes the development, design, operation nd control of activities necessary to generate the goods and services of profit and nonprofit organizations, as well as considering the personal dynamics of individuals, groups and organizations. Major topics include motivation, stress, career process, leadership, decision making and conflict management.

BUSN 640 Health Care Economics **3 Hrs.**

This course focuses on economic theory and its application to the provision of health care and health services. Emphasis will be placed on understanding behavior of the principal participants in health care. Current topics will be considered in depth.

BUSN 642 Health Care Finance **3 Hrs.**

This course focuses on the concepts, principles and analytic techniques used in health care financial management. Emphasis will be placed on decision making based on accounting information in the complex health care environment. Prerequisite: MATH206 or equivalent.

McCOLL SCHOOL OF BUSINESS UNDERGRADUATE MAJORS

The McColl School of Business offers undergraduate courses that emphasize the concepts and skills needed to understand business practices, organizations and managerial responsibilities. The McColl School offers two majors in Hayworth College and the College of Arts and Sciences: accounting and business administration. Both lead to the Bachelor of Arts degree.

To earn a Bachelor of Arts degree with a major in either Business Administration or Accounting, a student must take at least 36 credit hours in Business Administration courses, 18 or which must be upper division work on this campus. Business Administration and Accounting majors are also required to complete a minimum of 48 hours of course work outside the McColl School.

BUSINESS ADMINISTRATION MAJOR

A major in Business Administration prepares students to understand the functional areas of business, human relations in organizations, and strategic policy-making issues.

Requirements for the major in Business Administration are:

COURSE	TITLE	HOURS
ISYS 110	Fundamentals of Microcomputers	3
ECON 203	Macroeconomics	3
ECON 204	Microeconomics	3
MATH 105	Finite Mathematics	3
MATH 206	Statistical Methods	3
		Total 15 Hours

BUSN 207	Financial Accounting	3
BUSN 208	Managerial Accounting	3
BUSN 305	Business Law I	3
BUSN 320	Business Ethics	3
BUSN 333	Principles of Management	3
BUSN 340	Marketing	3
BUSN 360	Corporate Finance	3
BUSN 485	Business Policy	3
		Total 24 Hours

BUSN or ECON electives at the 300-400 level

Total 6 Hours

Total in Major: 45 Hours

ACCOUNTING MAJOR

A major in Accounting prepares students to enter careers in accounting.

Requirements for the major in Accounting are:

COURSE	TITLE	HOURS
ISYS 110	Fundamentals of Microcomputers	3
ECON 203	Macroeconomics	3
ECON 204	Microeconomics	3
MATH 105	Finite Mathematics	3
MATH 206	Statistical Methods	3
		Total 15 Hours

BUSN 207	Financial Accounting	3
BUSN 208	Managerial Accounting	3
BUSN 305	Business Law I	3
BUSN 320	Business Ethics	3
BUSN 333	Principles of Management	3
BUSN 340	Marketing	3
BUSN 360	Corporate Finance	3
BUSN 485	Business Policy	3
		Total 24 Hours

BUSN 307	Intermediate Accounting I	3
BUSN 308	Intermediate Accounting II	3
BUSN 311	Cost Accounting	3
BUSN 313	Auditing	3
BUSN 315	Business Law II	3
BUSN 316	Federal Taxation	3
BUSN 317	Advanced Accounting	3
		Total 21 Hours

Total in Major: 60 Hours

- Students cannot double major in Business Administration and Accounting.
- Students in Hayworth College may also minor in Business Administration or Accounting as well as earn a concentration in Marketing.
- Students in the College of Arts and Sciences majoring in Business Administration must choose a "Track" in General Business or Marketing. CAS students also should be advised that several upper-level courses in accounting are offered only in evening sessions through Hayworth College.

See the Hayworth College and/or College of Arts and Sciences catalog(s) for details on the major/minor/concentration offerings.

COURSE DESCRIPTIONS

BUSN 115 Introduction to Business* **3 Hrs.**

An introduction to each of the principal areas of the business curriculum: accounting, finance, management and marketing, as well as the role of business in American society and the nature of the private enterprise system.

BUSN 207 Financial Accounting **3 Hrs.**

An introduction to financial accounting principles. Topics to be covered include recording of transactions, preparation of various journals, posting of ledgers and preparation of income statements and balance sheets.

BUSN 208 Managerial Accounting **3 Hrs.**

An introduction to the theory, methods and uses of accounting information in solving business problems. Topics include accounting for partnerships, corporations and income taxes. Prerequisite: BUSN 207.

BUSN 211 Students in Free Enterprise* **1 Hr.**

Students in Free Enterprise (SIFE) is a not-for-profit organization that works in partnership with business and higher education to help college students gain a greater understanding of business economics and the free-enterprise system. It also helps students gain the communication, leadership and teamwork experience they will need to succeed in business and in other careers. The class is available to any student in the College of Arts and Sciences with permission of the instructor. It may be repeated for additional credit up to a maximum of four credits at one per year. Grading is Pass/Fail for all students enrolled.

BUSN 305 Business Law I **3 Hrs.**

An introduction to law with an emphasis on the legal rights and duties of the individual engaged in business. Topics to be covered include contracts, sales, personal property and bailments. Prerequisite: Sophomore standing.

BUSN 307 Intermediate Accounting I **3 Hrs.**

A study of financial accounting theory and generally accepted accounting principles. Topics include special problems of presentation in regard to cash, receivables, inventories, plant and equipment. Prerequisites: BUSN 207 and 208.

BUSN 308 Intermediate Accounting II **3 Hrs.**

A continuation of the study of the financial accounting theory along with generally accepted accounting principles. Topics include special problems of presentation in regard to liabilities, leases, pensions, equity, income taxes, earnings per share and changing prices. Prerequisite: BUSN 307.

BUSN 311 Cost Accounting **3 Hrs.**

A study of cost accounting systems including problems of cost determination. The course will emphasize the development of techniques for use in managerial decision-making such as standard costs and budgeting. Other topics include cost-benefit analysis, break-even analysis and capital budgeting. Prerequisites: BUSN 207 and 208.

BUSN 313 Auditing **3 Hrs.**

A study of auditing standards as they relate to internal, external and public-sector auditing. Topics to be covered include auditing theory and ethics, responsibilities and legal liability, audit evidence, audit method and the audit report. Prerequisite: BUSN 308.

BUSN 315 Business Law II **3 Hrs.**
A continuation of the study of law as it affects the individual engaged in business. Topics include agency, partnerships, corporations, real property and government regulation of business. Prerequisite: BUSN 305.

BUSN 316 Federal Taxation **3 Hrs.**
A comprehensive study of the federal tax system. Topics include income, deductions, credits and exclusions. Prerequisites: BUSN 207 and 208.

BUSN 317 Advanced Accounting **3 Hrs.**
An advanced study of financial accounting theory and application. Topics include external reporting, consolidations, partnerships, governmental accounting and fiduciary accounting. Prerequisite: BUSN 308.

BUSN 320 Business Ethics **3 Hrs.**
Analysis of business policies and practices with respect to their social impact; patterns of governmental regulations; political activities of trade associations and other special-interest groups; the relationship between public policy and the growth of corporate enterprise and the social responsibilities of business management. This course fulfills the writing-intensive course requirement. Prerequisite: Junior Class Standing.

BUSN 324 Report Formulation and Presentation** **3 Hrs.**
Basic techniques of business research; report preparation and presentation, both written and oral. Emphasis on organization and presentation, clarity, brevity, style and use of visual aids.

BUSN 326 Advanced Federal Taxation **3 Hrs.**
A comprehensive study of federal taxation of partnerships, corporations, estates, and trusts. Prerequisite: BUSN 316.

BUSN 331 Personnel Administration **3 Hrs.**
A study of the personnel function in the organization. Topics covered include job design, staffing, performance appraisal, training and development, compensation and collective bargaining. Current topics in the law (OSHA, Fair Employment Regulations, etc.) which affect the personnel function are considered.

BUSN 333 Principles of Management **3 Hrs.**
A basic survey of management theory with emphasis on the functional and task requirements of management and behavioral considerations. Specific topics include the planning, organizing and controlling functions of management; contemporary models of organizational design; motivation and performance; and group behavior and influence processes.

BUSN 340 Marketing **3 Hrs.**
A study of the interrelationship between marketing functions and the other primary functions of firms or organizations. An analytical survey is made of the problems of product planning, pricing, promotion, channels of distribution and legislation affecting marketing activities as related to the satisfaction of individual consumer and societal wants and needs.

BUSN 341 Advertising** **3 Hrs.**
This course encompasses a full review of the development and execution of advertising campaigns. Aspects of consumer research, market analysis, media planning, creative strategy formulation, federal trade regulation and final production will be examined. Exploration of advertising agency operations and the client/agency relationship will be included. In-class

projects and case analyses will provide practical experience in advertising strategy development and evaluation. Prerequisite: BUSN 340.

BUSN 351 Consumer Behavior **3 Hrs.**

An overall view of some of the basic perspectives of consumer behavior. An interdisciplinary approach will be stressed including the fields of economics, psychology, sociology and anthropology as related to marketing. Emphasis is placed on the fundamental processes of motivation, perception and learning, as well as analysis of individual and group influences as related to the marketing of goods and services. Prerequisite: BUSN 340.

BUSN 353 Promotion Management **3 Hrs.**

A study of the promotion activities of personal selling, advertising, public relations/publicity and sales promotion as part of overall marketing strategies and budgets. Prerequisite: BUSN 340.

BUSN 360 Corporate Finance **3 Hrs.**

Introduction to basic concepts, principles and analytical techniques of financial management. Emphasis on planning and managing assets. Topics include formulating financial objectives, short-term financial analysis, financial forecasting and planning, current asset management, elementary capital budgeting and cost of capital, the nature of long-term sources of funds, analysis of risks in financial decisions involving alternative investment options, mergers and acquisitions, problems in valuation, dividend policy, financial leverage and determination of optimal capital structure. Prerequisites: BUSN 208; ECON 203 and 204; and MATH 206.

BUSN 372 Personal Financial Management **3 Hrs.**

A study of the management of personal and family affairs. Includes income and expenditure planning, credit and borrowing, personal savings, taxes, insurance, social security, investing and retirement and estate planning.

BUSN 420 International Business **3 Hrs.**

Survey and analysis of similarities and differences in management and business practices in selected countries in diverse parts of the world. Evaluation of socio-economic, political, legal, educational and cultural factors on managerial decision-making and business practices in specific environments. Some use of case analysis. Prerequisites: Economics 203 and 204; BUSN 340.

BUSN 421 Organizational Behavior **3 Hrs.**

An examination of the behavioral aspects of organizations within our society. Specific topics include the interrelationships between the individual, informal and formal groups; group formation, cohesiveness, conformity and norms; interpersonal communications; conflict; authority, power and influence; leadership, motivation and performance. Students may elect this course as PSYC 421.

BUSN 432 The Entrepreneurial Enterprise **3 Hrs.**

A study of the characteristics that distinguish an entrepreneurial enterprise from the concepts of the small business and the large firm. Present and past case histories will be used to examine the risks and opportunities facing the entrepreneurial firm. The methods used to determine the feasibility of successfully establishing a company and to develop a business plan for entrepreneurial ventures will be studied. Prerequisites: BUSN 333, 340 and 360 or permission of the instructor.

BUSN 441 Retail Strategy and Management **3 Hrs.**

An examination of the basic functions, institutions and activities of retailing goods and

services with an emphasis on development and implementation of business strategy and management. Includes evaluation and selection of target markets, design of merchandising plan, and financial implications of strategy. Prerequisite: BUSN 340.

BUSN 452 Marketing Management **3 Hrs.**
A study of the marketing strategies used by management under a variety of circumstances and within a variety of business and organizational settings. The case analysis method is utilized. Prerequisite: BUSN 340.

BUSN 453 Marketing Research **3 Hrs.**
An introduction to the research and methods used in the marketing process. Areas given emphasis include sources of market data, sampling surveys, interpretation of data and the relationship of market research to the policies and functions of a business. Prerequisite: BUSN 340 and MATH 206.

BUSN 454 International Trade** **3 Hrs.**
A study of international payments, international economic theory, contemporary economic nationalism, international investment and currency problems and the commercial policies of foreign countries. Prerequisites: ECON 203 and 204.

BUSN 470 Principles of Investment **3 Hrs.**
A study of the economic and investment environment as it relates to security investment decisions. Introduction to the concepts and techniques relevant to the formulation of investment objectives, strategies and policies for individual and institutional investors. An elementary treatment of portfolio theory and the capital asset pricing model. Prerequisite: BUSN 360.

BUSN 472 Seminar in Financial Management **3 Hrs.**
In-depth treatment of advanced problems in managerial finance. Topics include working-capital management, capital budgeting, cost of capital, valuation, dividend policy and long-term financial management. Extensive use of cases. Prerequisite: BUSN 360.

BUSN 485 Business Policy **3 Hrs.**
Designed to develop analytical skills in strategy formulation and implementation and an integrated view of business operations. Provides a basic grasp of policy problems in a variety of business and governmental settings through the use of case studies. Prerequisites: ECON 203 and 204; BUSN 207, 208, 305, 320, 324, 333, 340, 360; or permission of the instructor.

BUSN 492 Current Topics **3 Hrs.**
Course designed to investigate and evaluate current topics or specialized areas of business. Course topic is to be announced the semester preceding the offering. Prerequisite: To be designated for each specific course offered.

BUSN 495 Independent Research/Study **1, 2 or 3 Hrs.**
A program of directed readings or a research project. Requires approval of the supervising professor, the division chairman and the vice president for academic affairs. Open to senior business majors with a 3.000 grade-point average in the major.

** Offered only in the College of Arts and Sciences*

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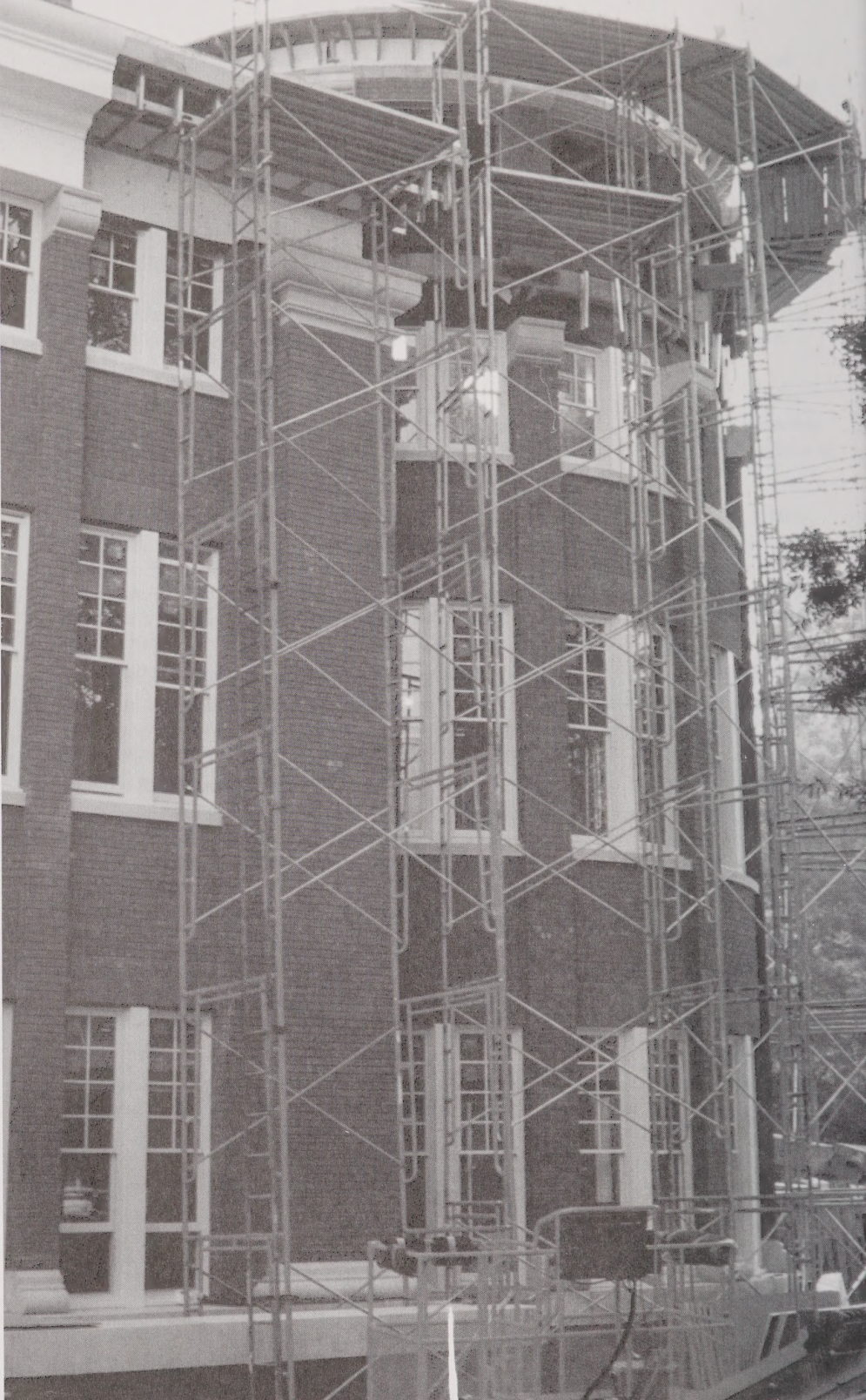

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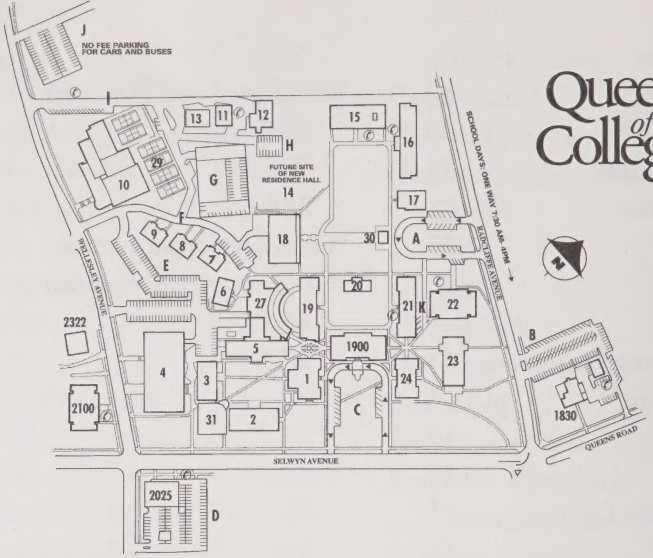

QUEENS CAMPUS

1. McEwen Building
2. Walker Science Building
3. Dana Building
4. E.H. Little Fine Arts Center
5. Morrison Hall (adjoins Trexler College Center)
6. Tillet Building
7. Faculty Club/Greek Lodge
8. Greek Lodges
9. Greek Lodges
10. Ovens Athletic Center
11. Carpenter's Shop
12. Heating Plant
13. Campus Services
14. New Residence Hall (under construction)
15. Wallace Residence Hall
16. Belk Residence Hall
17. Stultz Building
18. Everett Library
19. Watkins Art Building
20. Blair House
21. Hayes Residence Hall
22. Albright Residence Hall
23. Belk Chapel
24. Jernigan Building
27. Trexler College Center
29. Tennis Courts
30. Clock Tower
31. Sykes Learning Center

1830 Harris House
1900 Burwell Hall
2025 Withers House
2100 Barnhardt Hall
2322 Wellesley House

PARKING AREAS

A. **Library Circle** Senior Resident Parking
B **Radcliffe Lot** College permit
C **Burwell Circle** Reserved and visitor parking
D **Wellesley Lot** College Permit
E. **Fine Arts Center Lot** College permit
F. **Greek Row** College permit
G. **Parking Deck** Resident Parking
H. **Auxiliary Lot** College permit
I. **Sports Lane** College permit
J. **Myers Park Traditional School Lot** Open
Cars may park between 5pm and 8am. Buses must contact Campus Police or Special Events Coordinator before parking.
K. **Hayes Hall Lot** Senior Resident Parking

Directions to Queens College

From I-85 and the Airport

Take Billy Graham Parkway exit, South. At the intersection of the Parkway and S. Tryon the name of the Parkway changes to Woodlawn Road. Continue on Woodlawn Road to Selwyn Avenue. There is a Queens College sign just before Selwyn. Turn left on Selwyn Avenue to Queens College. Turn left into the horse-shoe driveway.

From I-77

Take Woodlawn/Queens College exit, South. Continue on Woodlawn to Selwyn Avenue. There is a Queens College sign just before Selwyn. Turn left onto Selwyn Avenue to Queens College. Turn left into the horse-shoe driveway.

McColl School of Business
1900 Selwyn Avenue
Charlotte, North Carolina 28274

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